



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ARCHIVES & RECORDS ASSISTANT III	25	E	4.205
ARCHIVES & RECORDS ASSISTANT II	23	E	4.207
ARCHIVES & RECORDS ASSISTANT I	21	E	4.208

### SERIES CONCEPTS

Archives and Records Assistants perform clerical, and/or technical and paraprofessional duties in an archives or state records center including arranging records and manuscripts in accordance with an established arrangement plan; providing standard reference services to patrons; and receiving, maintaining, and providing access to records of government agencies.

Incumbents protect documents through application of standard preservation techniques such as cleaning and flattening materials and storing them in acid-free folders and containers.

Incumbents provide agency personnel access to records of their agency housed in the archives or records center. This includes verifying the person is an authorized agency representative; locating and retrieving requested materials; refiling returned items.

Incumbents receive, maintain and destroy records from government agencies by: removing records from agencies and delivering them to the records center; labeling boxes and arranging them in proper order on shelves; rearranging record boxes as necessary; and upon receiving authorization, dispose of records by shredding or dumping the materials.

Incumbents perform reception activities for the agency including greeting visitors and patrons; directing callers or visitors to the proper person; providing information regarding agency holdings; explaining agency policies and procedures.

Incumbents provide administrative support to the agency by composing routine correspondence; maintaining agency files; compiling and maintaining a record of agency procedures; preparing statements and collecting funds for billable services.

Incumbents establish and maintain a vertical file for reference use by patrons by researching, selecting, and clipping articles and documents regarding current and significant issues and trends.

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### CLASS CONCEPTS

#### ARCHIVES AND RECORDS ASSISTANT III

Under general supervision, incumbents in positions allocated to this advanced journey-level class perform all or part of the duties described in the series concept. The preponderance of duties incumbents perform, however, consist of duties which are more paraprofessional or technical in nature than those performed by the lower level classes in the series and which require more discretion and judgment through application of the principles of archives and records management. It is common for positions in this class to provide lead work supervision to students, clerical employees or lower level Archives and Records Assistants.

<b>ARCHIVES &amp; RECORDS ASSISTANT III</b>	<b>25</b>	<b>E</b>	<b>4.205</b>
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### CLASS CONCEPTS (cont.)

Examples of duties performed by positions allocated to this class are:

Organize records and manuscripts in accordance with an established arrangement plan which includes preparing a brief description of the nature and location of items and maintaining items in proper sequence and groupings.

Facilitate access to information in the library, archives and/or records center by: accessioning incoming materials and assigning control numbers; preparing inventory lists and/or catalog cards; entering information regarding the description, content and location of holdings into a data base, using proper format and codes.

Respond to standard reference inquiries from patrons by determining the type and scope of information required; consulting catalogs and indexes to locate all relevant materials; summarizing information and identifying the source; providing copies or allowing patrons access to original documents while enforcing established safeguards.

In accordance with a valid record retention schedule, determine which material is due for disposition or transfer to the archives, notify the appropriate agencies, and carry out the action required.

#### ARCHIVES AND RECORDS ASSISTANT II

Under general supervision, incumbents in this class perform all or part of the duties described in the series concept. Assignments and objectives are prescribed, however, the employee is expected to take the initiative in solving problems with the exception of those which are new or complex in nature. This is the journey level of the series.

#### ARCHIVES AND RECORDS ASSISTANT I

Under close supervision, positions allocated to this class receive training in performing all or part of the duties described in the series concept. This is the entry level of the series.

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### MINIMUM QUALIFICATIONS

#### ARCHIVES AND RECORDS ASSISTANT III

##### EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education and two years of clerical work experience of which one year included experience in archives or records center operations and public contact comparable to Archives and Records Assistant II level; OR

II

One year of experience as an Archives and Records Assistant II in Nevada State service; OR

III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

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### **MINIMUM QUALIFICATIONS (cont.)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of Nevada History, Nevada Government; or history of the institution to which assigned. General knowledge of professional archival principles and practices. General knowledge of archival conservation methods and materials. General knowledge of professional records management principles and practices. General knowledge of Library of Congress cataloging and filing rules. Working knowledge of the agency's cataloging and indexing system. General knowledge of USMARC format including designation, purpose and use of each field. Working knowledge of personal computers and software such as PFS and WordPerfect.

Ability to enter data such as catalog information into a computerized data base using proper codes and formats. Ability to determine which current issues and trends may be of significant interest to researchers in the future. Ability to train, motivate and supervise staff including assigning and reviewing work, establishing work schedules and priorities, administering discipline.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of record retention schedules.

Ability to interact diplomatically with persons of various social, cultural, economic, and educational backgrounds to provide directional assistance and respond to inquiries. Ability to elicit information from patrons who may be unsure of what to ask and to interpret information given by patrons to determine their precise needs. Ability to interpret and apply the agency's rules, regulations and policies. Ability to gather and compile information and prepare reports.

Typing skill and keyboard proficiency sufficient to enter information into a computer and type letters.

In addition all knowledge, skills and abilities required at the lower levels of the series.

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### **ARCHIVES AND RECORDS ASSISTANT II**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent education and one year of clerical work experience which included public contact; OR

II

One year of experience as an Archives and Records Assistant I in Nevada State service; OR

III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

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### **MINIMUM QUALIFICATIONS (cont.)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of the work unit in which employed. General knowledge of the agency's policies and procedures.

Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies and procedures, and to give and obtain information. Ability to write grammatically correct and concise routine business correspondence, collection descriptions and information summaries.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to organize material in a logical and easily accessible order. Ability to prioritize workload and accomplish duties within established time frames. Ability to establish and maintain effective working relationships with employees, other agencies, and the general public.

In addition, all knowledge, skills, and abilities required at the lower level of the series.

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### **ARCHIVES AND RECORDS ASSISTANT I**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent education and six months of basic clerical experience;  
OR

II

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

**SPECIAL NOTE:** This class provides for semi-automatic progression to the next level in the series provided 1) the employee meets the minimum qualifications for the class, 2) has a standard or above performance evaluation, and 3) has the recommendation of the appointing authority.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of standard office procedures.

Ability to establish and maintain cooperative working relationships with co-workers. Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

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### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to communicate verbally and in writing. Ability to understand and carry out oral and written instructions. Ability to establish and maintain alpha/numeric files. Ability to perform repetitious work quickly and accurately. Ability to work with frequent interruptions. Ability to lift and move heavy record storage boxes.

Skill in the operation of a typewriter.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>4.205</u>	<u>4.207</u>	<u>4.208</u>
ESTABLISHED:	7/1/91P 3/13/90PC	8/27/76	8/27/76
REVISED:		9/11/79R 1/25/80PAC	7/1/89P 9/27/88PC
REVISED:		5/7/82	
REVISED:		7/1/89P	
		9/27/88PC	
REVISED:		7/1/91P	
		3/13/90PC	